



CITY OF LONG BEACH CLASSIFICATION SPECIFICATION

TITLE: COMMUNITY DEVELOPMENT TECHNICIAN I - IV

DEFINITION: Under general supervision, provides technical and/or paraprofessional support for the delivery of grant-funded programs, activities, and services to further housing, economic development, workforce development, redevelopment, and/or neighborhood improvement.

DISTINGUISHING CHARACTERISTICS:

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| Grade Level I - | Performs routine technical duties of the classification under close supervision; |
| Grade Level II - | Performs complex technical duties of the classification under minimal supervision; |
| Grade Level III - | Performs more complex technical and/or paraprofessional duties of the classification under minimal supervision and may act in a lead capacity; |
| Grade Level IV - | Performs most complex and difficult paraprofessional duties of the classification and acts in a lead capacity. |

EXAMPLES OF DUTIES:

- Provides technical support for the delivery of grant-funded programs, activities, and services to further housing, economic development, workforce development, redevelopment, and/or neighborhood improvement which includes, but not limited to, the following:
- Performs clerical accounting duties;
- Performs data entry and preparation of reports in an automated management information system (MIS);
- Maintains a geographic information system (GIS) database;
- Verifies intake and eligibility for participants;
- Performs housing or neighborhood inspections and surveys;
- Provides case management services to Family Self-Sufficiency (FSS) and Youth Opportunity Center participants;
- Provides outreach and support services to Neighborhood Improvement Strategy (NIS) areas;
- Conducts community meetings for neighborhood improvement programs;
- Performs marketing and public relations;
- Conducts labor market research;
- Develops and conducts community resource referral/reference services;
- Prepares and maintain spreadsheets and/or program reports;
- Assists in the preparation of federal/state grant reports;
- May provide other technical and/or paraprofessional support for the development, implementation and administration of a variety of other programs, projects or activities;
- Performs other related duties as required.

MINIMUM REQUIREMENTS:

High School diploma or equivalent and two years experience providing technical support for the delivery of programs, activities, and services to further housing, economic development, workforce development, redevelopment, and/or neighborhood improvement. Specific qualifying experience for each specialty area will be contained in the job bulletin;

College education in a related field may be substituted for the required experience on a year-for-year basis;

Communicates effectively both orally and in writing;

Possession of a valid motor vehicle operator's license may be required for some positions.

HISTORY:

Classification Created: 09/11/02

Approved/Adopted: 09/11/02